

First United Church of Oak Park

Realm Transition Training Document



## Realm Log In

Created by Peter Todd on 7/28/21 and edited on 8/10/21

This document contains details on how to log into Realm. If you need assistance send an email to [Membership@FirstUnitedOakPark.com](mailto:Membership@FirstUnitedOakPark.com) or call Heather Vanderberg at (708)386-5215 ext 100.

There are one of three scenarios that may describe the situation your access to Realm will fall into:

1. You have a Realm account, but need to set your password. The email Realm sent to you looks like image 1. See section Scenario 1 below.
2. You do not have a Realm account. The email Realm sent to you looks like image 3. Skip the document section Scenario 1 and go to section Scenario 2 below.
3. You have already logged into Realm successfully and want to get back in. ( Go to web site **OnRealm.org**)

Please follow the steps below for the scenario that you fall into.

### Scenario 1.

You have a Realm account, but need to set your password. The email Realm sent to you looks like image 1.

If you had an account in the old Memberlink or Church Life application, then that account was created in the upgrade to Realm conversion and all you need to do is create a password. That Realm password can be the same one you used in Memberlink or Church Life.

How to set your Realm password

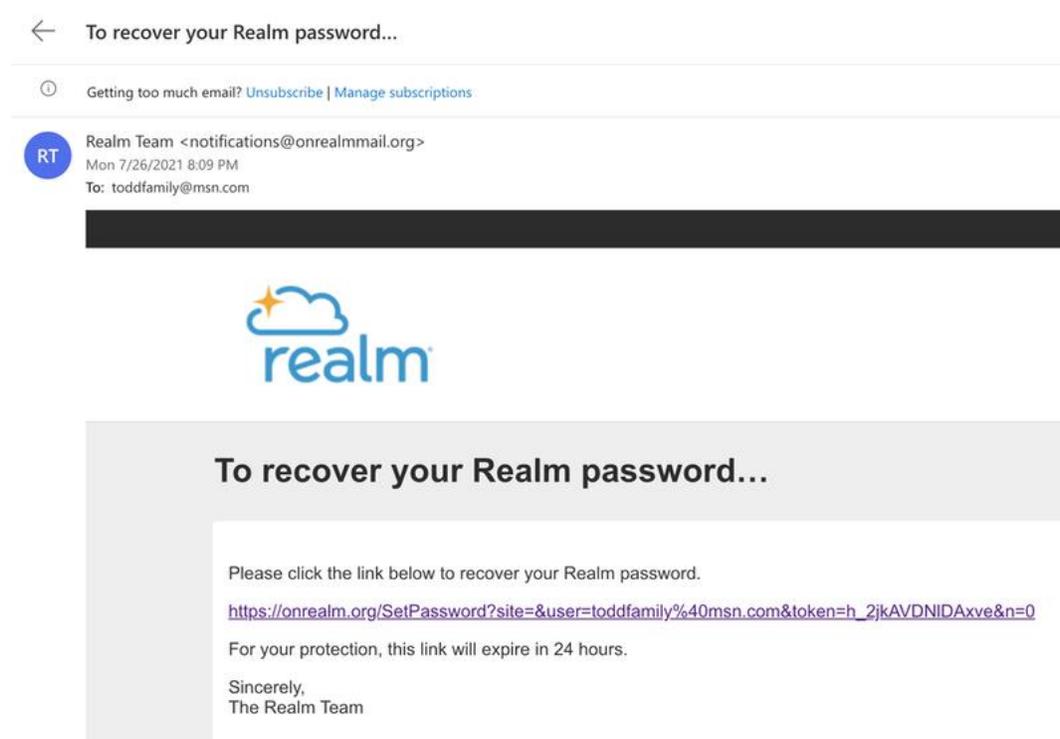
The Realm application will send you an email with information and links to set your password. The email will come from 'Realm Team [notifications@onrealm.org](mailto:notifications@onrealm.org)' and look like image 1. If you do not see it in your Inbox, please look in your Spam or Junk email folder.

Open up the email

Inside the email it will have the Realm logo and text 'To recover your Realm Password...' See image 1. In the body of the email it says 'Please click the link below to recover your Realm password'.

Click on the link

Image 1.



A new web page will open with the Realm logo and text 'Reset Please enter a new password below'

Enter your old Memberlink or Church Life password or a new password in both the 'New Password' and 'Confirm Password' text boxes. Password requirements and hints are provided in the popup box next to the 'New Password' text box when you click in it.

Press the Reset button

You will now be sent to the Realm Sign In screen

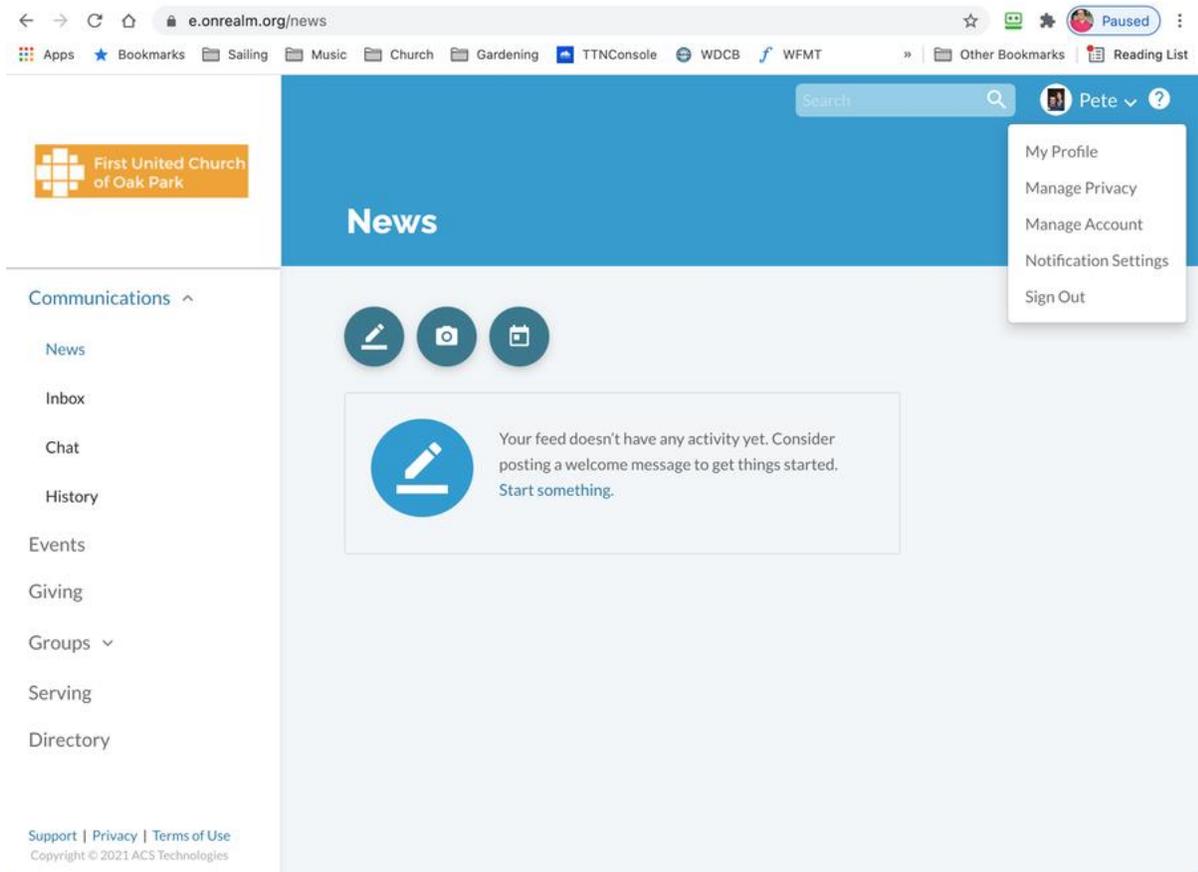
Enter your email address and new password you just set

Press the Sign In button

A new web page will open

Welcome to Realm 😊 (image 2.).

Image 2.



Sign out by selecting the down arrow next to your name in the upper right corner and selecting 'Sign Out'

Thank you for taking the time to configure your Realm account. The next task we would like you to perform is to edit your Realm Profile. See the document titled or the YouTube video titled Profile Editing. ???

## Scenario 2.

Please follow the steps below if you do not have a Realm account (have email that looks like image 3.)

If you never had an account in the old Memberlink or Church Life application, then you will need to create a new account in Realm.

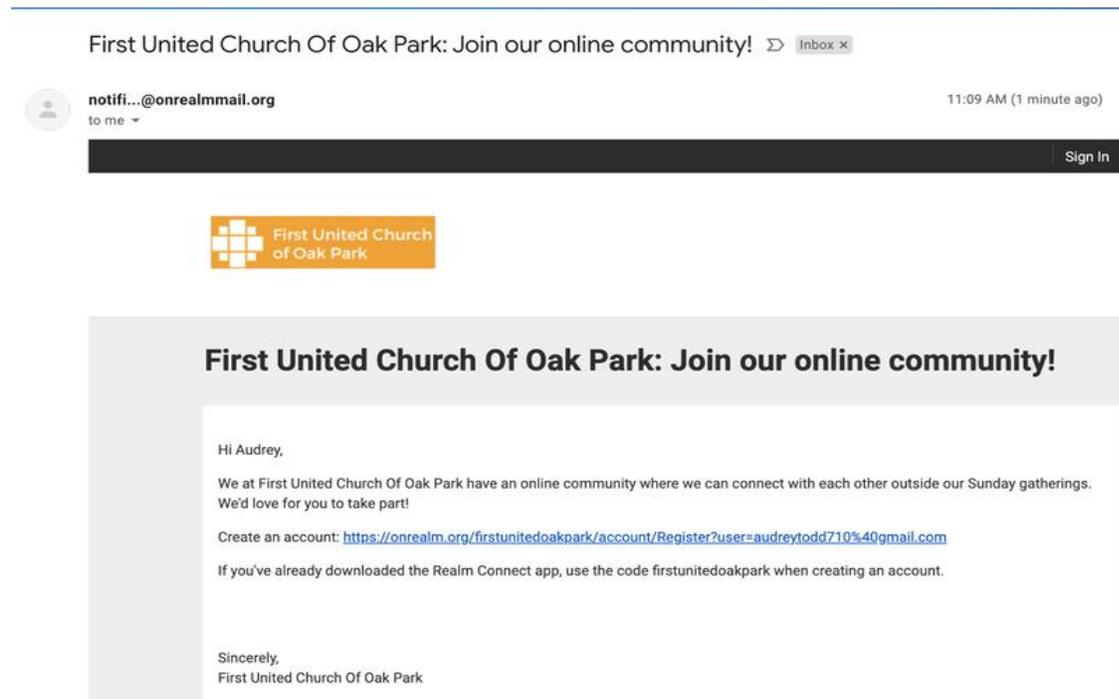
When the old application was converted to Realm, the conversion program made note of all emails in the old system's database and started the process to add that email to Realm.

The Realm application will send an email invitation to create your Realm account.

You will receive an email from 'Realm Team [notifications@onrealm.org](mailto:notifications@onrealm.org)' and look like image 3. If you do not see it in your Inbox, please look in your Spam or Junk email folder. The subject will be 'First United Church of Oak Park: Join our online community!'. In the body of the email, there will be a link to create your account.

Press the link.

Image 3.



A web page will open titled 'Register'. Create a password and confirm it and check the 'I'm not a robot'.  
Image 4.

## Register

Sign-up is easy, and it's free! Get started by completing the fields below.

### Email Address

### Create Password (8 character min)



### Confirm Password

 I'm not a robot

By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 13 years of age or older.

When you click in the Create Password text box a popup box will appear describing the requirements for your password.

Press Register

Another popup will appear asking you to select images that meet some criteria. Select them and press 'Verify'

The next web page states 'Please check your email' We are sending you instructions to activate your account.

You will get a new email from 'Realm Team [notifications@onrealmail.org](mailto:notifications@onrealmail.org)' and look like image 5. with a subject of First United Church of Oak Park: Email Verification.

Press on the link in the email body asking you to verify your email.

Image 5.



First United Church Of Oak Park <notifications@onrealmmail.org>  
to me ▾

11:19 AM (1 minute ago)

Sign In



### First United Church Of Oak Park: Email Verification

Hi,

Thank you for joining our online community!  
Before you can sign in, please verify your email to complete your registration.

Verify your email: <https://onrealm.org/firstunitedoakpark/account/validate?user=audreytodd710%40gmail.com&token=uk4ACHShRtvKfMM>

Sincerely,  
First United Church Of Oak Park

A new web page will appear asking you to Sign In

Your email address will already be filled in. Enter your password.

Press Sign In.

A new web page will appear asking you 'Please Verify Your Birthday'. Enter your birthday and press 'Verify Me'.

A new web page will appear that is your home page to Realm (image 2.) Welcome! Thanks for taking the time to create your Realm account.

Sign out by selecting the down arrow next to your name in the upper right corner and selecting 'Sign Out'

Thank you for taking the time to configure your Realm account. The next task we would like you to perform is to edit your Realm Profile. See the document titled RealmProfileTraining.docx or the YouTube video titled Realm Profile Training.

### Scenario 3.

You have already logged into Realm and want to go back in.

Open a browser and enter the URL **OnRealm.org**.

A screen will open and ask for your Realm ID and password.

